

Air Force Public Web Quality Assurance Checklist

SITE Name:

Date MOU signed:

Checklist Codes:

C = Compliance Item

D = Section 508 Item

S = Subjective Item

Compliance				
Item	Code	Inspection Item	Yes	No
1.	C	Does the installation site have the required FOIA page? IAW AFI 35-101, Para. 18.6.1.1	<input type="checkbox"/>	<input type="checkbox"/>
2.	C/D	Are web pages designed so that all information conveyed with color coding is not used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element? IAW AFI 35-101, Para. 18.7.1.3 (U.S. Section 508 requirement)	<input type="checkbox"/>	<input type="checkbox"/>
3.	C	Does the installation site contain only complete, functional pages? (No "under construction" notices and no blank pages) IAW AFI 35-101, Para. 18.8.1.7.	<input type="checkbox"/>	<input type="checkbox"/>
4.	C	Does the site ensure that no web-based message boards, threaded chat rooms or guest books are used? IAW AFI 35-101, Para. 18.12.	<input type="checkbox"/>	<input type="checkbox"/>
5.	C	Does the site provide a feedback method or request for further information mechanism (e-mail or form)? IAW AFI 35-101, Para. 18.6.5 – 18.6.6	<input type="checkbox"/>	<input type="checkbox"/>
6.	C	Is the site free of content that encourages users to choose a specific browser? IAW AFI 35-101, Para. 18.6.2.5.	<input type="checkbox"/>	<input type="checkbox"/>
7.	C	Does the site ensure that frames technology is not in use? IAW AFI 35-101, Para. 18.6.2.6.	<input type="checkbox"/>	<input type="checkbox"/>
8.	C	Is Notice and Consent to monitoring information available on every Web page? A link to the information via the "security and privacy notice" link is satisfactory. Site must configure the "security and privacy notice" to be specific to the site. IAW AFI 33-129, Para. 7.1	<input type="checkbox"/>	<input type="checkbox"/>
9.	C	Has the site verified all users accessing the Air Force Public Information Management System (AFPIMS) have completed all the required training? IAW AFPW Policy as posted on the AFPIMS website and IAW AFI 33-129 Para. 3.5.3	<input type="checkbox"/>	<input type="checkbox"/>
10.	C	Does the installation sites top navigation conform to the design and template approved by AFPW? IAW AFI 35-101 Sec.18.9	<input type="checkbox"/>	<input type="checkbox"/>
11.	C	Has the site ensured there are no inactive or broken links? All inactive or broken links must be corrected or removed immediately. IAW AFI 35-101, Para. 18.8.1.6.	<input type="checkbox"/>	<input type="checkbox"/>
12.	C	Does the site ensure there are no links to inappropriate or offensive sites, or to unrelated commercial material? IAW AFI 35-101, Para. 18.8.1.1.	<input type="checkbox"/>	<input type="checkbox"/>
13.	C	Do external links support the organization's mission and not endorse products or give preferential treatment? IAW AFI 35-101, Para. 18.6.2.2. & 2.3.	<input type="checkbox"/>	<input type="checkbox"/>
14.	C	Does the site ensure there are no links to restricted sites unavailable to the public? IAW AFI 35-101, Para. 18.6.3.	<input type="checkbox"/>	<input type="checkbox"/>
15.	C	Does the site include a link to the Air Force's official recruiting site? IAW AFI 35-101, Para. 18.6.1.10.	<input type="checkbox"/>	<input type="checkbox"/>
16.	C	Does the site contain links to higher headquarters? IAW AFI 35-101, Para. 18.6.1.8	<input type="checkbox"/>	<input type="checkbox"/>
17.	C	Is the site listed on the AFLINK sites page? (accessed through http://www.af.mil/sites). IAW AFI 35-101, Para. 18.4.6.3	<input type="checkbox"/>	<input type="checkbox"/>

Compliance

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18.	C/S	Does the site provide content that does not target a specific military or government audience? Is the site intended for viewing by the general public, and is information on the pages of interest to the general public? IAW AFI 35-101, Para. 18.5.2 and 18.6.1	<input type="checkbox"/>	<input type="checkbox"/>
19.	C	Does the site ensure there are no maps or aerial photography of installations IAW AFI 35-101, Para. 18.6.1.9.	<input type="checkbox"/>	<input type="checkbox"/>
20.	C	Does the site ensure there are no product endorsements or commercial advertising? IAW AFI 35-101, Para. 18.6.2.3, and DOD 5500.7-R, Joint Ethics Regulation.	<input type="checkbox"/>	<input type="checkbox"/>
21.	C	Is the site free of classified information, records or markings such as "For Official Use Only (FOUO)"? Examples include, but are not limited to, unit recall rosters, detailed budget reports, scheduled military operations, etc. IAW AFI 35-101, Para. 18.5.1 and 18.8.1.8	<input type="checkbox"/>	<input type="checkbox"/>
22.	C	Has the site ensured there is no reference to any information that would reveal sensitive movements of military assets or personnel or the locations of units, installations, or personnel where uncertainty is an element of security of a military plan or program, posted to the website? IAW AFI 35-101, Para. 18.8.1.2.	<input type="checkbox"/>	<input type="checkbox"/>
23.	C	Has the site ensured that personal information is not contained within the site? Use of personal information protected by the Privacy Act is prohibited. IAW AFI 35-101, Para. 18.8.1.3	<input type="checkbox"/>	<input type="checkbox"/>
24.	C	Are the biographies of personnel listed on the site free of information that identifies family members' names, addresses or other identifying material? IAW AFI 35-101, Para. 18.6.1.3.	<input type="checkbox"/>	<input type="checkbox"/>
25.	C	If copyrighted material was used, was written permission given by owner? IAW AFI 35-101, Para. 18.8.1.4. This includes, but is not limited to, original works of authorship, computer software, sequences of code and instructions. IAW AFI 35-101, Para. 18.8.1.4.	<input type="checkbox"/>	<input type="checkbox"/>
26.	C	Has the site ensured that no trademarks or logos are present? IAW AFI 35-101, Para. 18.8.1.5.	<input type="checkbox"/>	<input type="checkbox"/>
27.	C/D	Has the site ensured that all images and graphics have the appropriate Alt text configured? A text equivalent for every non-text element shall be provided using "alt" text tags. IAW AFI 35-101, Para. 18.7.1.1 (U.S. Section 508 requirement)	<input type="checkbox"/>	<input type="checkbox"/>
28.	C/D	Has the site ensured that all illustrations have the appropriate Alt Text configured? Web sites will not contain any graphic format, such as Macromedia Flash or illustration, without ensuring the graphic has an alt text tag. IAW AFI 35-101, Para. 18.7.1.7 (U.S. Section 508 requirement)	<input type="checkbox"/>	<input type="checkbox"/>
29.	C/D	Does the site provide transcripts for all video and sound files? Video files should be synchronized to subtitled text or have an associated text transcript. Sound files must have a text transcript. IAW AFI 35-101, Para. 18.7.1.8 (U.S. Section 508 requirement)	<input type="checkbox"/>	<input type="checkbox"/>

Requirements met by default with the use of AFPIMS

- The following is required on every page: Any disclaimers or restrictions that apply to the contents of the page, link to organization home page, privacy and security notice. IAW AFI 33-219 7 and 7.1
- POC for each significant page is present. IAW AFI 35-101, Para. 18.6.5
- Site complies with DOD limitations on the collection and use of user information. The use of cookies or other browser measures to gather information on public site users beyond statistical summaries is prohibited. Persistent cookies are prohibited. Web site administrator ensures the appropriate security and privacy notice is included or linked to the home page. IAW AFI 35-101, Para. 18.10